



The European Colleges of Veterinary Diagnostic Imaging (ECVDI) and Internal Medicine-Companion Animal (ECVIM-CA) Subspecialty of Veterinary Radiation Oncology

Bylaws

Approved by the EBVS 28 April 2022

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The European Colleges of Veterinary Diagnostic Imaging (ECVDI) and Internal Medicine-Companion Animal (ECVIM-CA) subspecialty of veterinary radiation oncology bylaws

The European College of Veterinary Diagnostic Imaging (ECVDI) and European College of Veterinary Internal Medicine-Companion Animals (ECVIM-CA) recognize the subspecialty of veterinary radiation oncology (ECVDI-Radiation Oncology, ECVIM-CA [Radiation Oncology]).

1 Introduction

Cancer treatment using radiation oncology poses unique emotional and financial demands on owners and their animals. In addition, the specialized equipment required for radiation oncology treatments requires high level veterinary expertise to safely operate and utilize the modality. The veterinary radiation oncology subspecialty (ECVDI-Radiation Oncology, ECVIM-CA [Radiation Oncology]) brings together specialists in this specific area and allows in-depth, high-quality training for future veterinary radiation oncologists. Radiation Oncology is a state-of-the-art treatment and a distinct specialized field of veterinary medicine given the complexity of the radiation physics, radiation biology, cancer biology and diagnostic imaging expertise necessary to perform the role of a radiation oncologist. The radiation oncology discipline encompasses the radiation therapy patient selection, radiation therapy planning, delivery, and aftercare for all species under veterinary care as well as in depth knowledge of the relevant aspects of diagnostic imaging, medical oncology and good knowledge of further fields such as surgical oncology, clinical pathology, anaesthesia, neurology, exotic animal medicine and ethics/animal welfare. Specialists in veterinary radiation oncology work primarily as clinicians as well as in academia and research.

2 Objectives of the subspecialty in Radiation Oncology

The primary objectives of the Radiation Oncology subspecialty are to advance veterinary radiation knowledge and education in Europe and internationally and increase the competency of those who practice in this field.

The add on Radiation Oncology programme approved by the EBVS in 2013 successfully achieved the formation of a group of specialists in the field between the European Colleges of Veterinary Diagnostic Imaging and Veterinary Internal Medicine-CA [Oncology]. The add on Radiation Oncology programme is limited, in that the training is only accessible for individuals that have already successfully completed a Diagnostic Imaging or Medical Oncology residency, and direct entry to the training is not possible. While Radiation Oncology remains a niche specialty, much related to the cost of equipment purchase and maintenance as well as the personnel needs to support the radiation oncology and supporting services, the requirements to successfully perform all aspects required of a specialist in this field have rapidly expanded: The past ±10 years have seen the introduction of highly specialised radiation therapy equipment installed veterinary practices and a vast expansion of the science in radiation biology and medical physics that the radiation oncologist needs to command. In addition, with increased awareness of this treatment modality in the public the demand for treatment of animals

has risen significantly. In the past it was more common for Veterinary Radiologists or Medical Oncologists to attend additional training through the American College of Veterinary Radiology (Radiation Oncology) to achieve Diplomate status or self-train, and this dual qualification accounts for approximately half of the current group under the add on programme. Due to the heightened demands on the radiation oncologist, the role of the radiation oncology specialist is not supported adequately in a shared specialist role going forward, emphasising the need to train the next generation of radiation oncologists as a separate subspecialty. As of 2022, 19 individuals are carrying the add on radiation oncology title and currently no active trainees are in the add on programme. It remains important however to preserve the group of radiation oncologists gathered under the add on programme to support and foster the development of the subspecialty.

Going forward the specific objectives for the new veterinary Radiation Oncology subspecialty shall be the promotion of study, research advancement and practice of Radiation Oncology in Europe and increasing the competency of those who practice in this field by:

- Establishing guidelines for post-graduate education, training, and experience as a prerequisite to become a specialist in veterinary Radiation Oncology.
- Examining and authenticating veterinarians as specialists in Radiation Oncology to serve animal patients, owners, referring veterinarians (general practitioners and specialists) and the public, by providing expert care.
- Encouraging research and other contributions to knowledge in all aspects of Radiation Oncology to establish an evidence base on which to set standards and promote communication and dissemination of this knowledge.
- The development, supervision, and assessment of continuing education programmes in veterinary Radiation Oncology.
- Committing itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities and to this end the College should develop and implement a strategy for the continuous enhancement of quality.
- Guaranteeing and maintaining the highest level of specialisation in veterinary Radiation Oncology according to European Qualifications Framework (EQF) level 8.

Further objectives of the veterinary Radiation Oncology subspecialty are:

- Encouraging owners of animals with cancer to consult with veterinarians who are qualified to fill a unique and specific role in the delivery of modern comprehensive veterinary Radiation Oncology at the specialty level.
- Positioning the veterinary Radiation Oncology specialist as a common source for referrals in the veterinary community.
- Improving and promoting the science and application of radiation therapy for animals, thereby improving its perception, and understanding by owners, veterinarians and aiding translational medicine projects.

- Providing an incentive and reward for achieving postgraduate education and experience in veterinary Radiation Oncology at the specialist level. The title European Specialist in Veterinary Radiation Oncology shall be restricted to those persons working in the field who have reached the highest level of achievement in the respective speciality.
- Encouraging veterinary schools and practices to establish in depth instruction and high standards for training in veterinary Radiation Oncology and develop specific funding for areas of research. Also encouraging the establishment of specific funding for areas of research by state and other organizations.
- Promoting continued improvement of practice standards and knowledge in veterinary Radiation Oncology through continuing education and self-assessment.
- Encouraging responsible management of the veterinary cancer patient in a multidisciplinary approach with adherence to current animal welfare and ethics considerations.
- Promoting responsible use of radiation with regards to radiation protection and quality assurance for the patient, personnel, and general public
- Supporting translational cancer research by promoting the concept of wise use of animal cancer models.

3 Annual General Meeting (General Assembly)

It is the duty of every certified Diplomate of the subspecialty to attend the Annual General Meeting at least twice in 5 years. If a certified Diplomate has not attended the AGM at least twice in 5 years without previous dispensation of the Executive Committee, the registration as certified Diplomate ceases by default. The AGM will be held online in January, typically in the 2nd week of the month, with online voting systems in place.

This is independent of the attendance responsibility of the Annual General Meeting of the overseeing college ECVDI or ECVIM-CA.

The General Assembly is the senior legislative body of the College and has the following duties:

- Determine and update the Bylaws
- Elect the Officers and Auditors. Nominations will be received and discussed prior to the AGM but in some circumstances, nominations may be considered from the floor.
- Take action on the auditors' report
- Formal approval of the business conducted by the Executive Committee during the preceding year
- Take action on business presented by the Executive Committee or as required
- Establish membership dues for the forthcoming year
- Address any other business

4 Membership

4.1 Certified Diplomate

Diplomates of the Radiation oncology subspecialty appointed by the College are veterinarians who:

- Have demonstrated fitness and ability to practise radiation oncology by meeting the established training and experience requirements as assessed by the College, including publication requirements.
- Have successfully passed the certifying examination of the European College of Veterinary Diagnostic Imaging-Radiation Oncology, or of the European College of Veterinary Internal Medicine-Radiation Oncology.
- Practise radiation oncology for at least 60% of their time, based on a 40-hour working week (i.e., > 24 hours/week), unless exempted from this obligation as members of the past add on programme
- Demonstrate satisfactory moral and ethical standing in the profession and practise scientific, evidence- based veterinary medicine, which complies with animal welfare legislation.
- Have gained their veterinary degree at least 48 months prior to admission.
- Are re-evaluated every 5 years using a standard recertification process.
- Should attend the AGM as required, have full voting rights, and must pay the annual membership fee in full

Each individual who satisfies the above requirements shall be authorized to use the designation of Diplomate of the European College of Veterinary Diagnostic Imaging Subspecialty of Radiation Oncology (abbreviated DipECVDI-RO) or Diplomate of the European of College Veterinary Internal Medicine-CA Subspecialty of Radiation Oncology (abbreviated DipECVIM-CA-RO). The individual is also awarded, by the EBVS, the title of European Veterinary Specialist™ in Radiation Oncology, following successful re-evaluation every 5 years.

Each Diplomate is expected to actively participate in the scientific and business affairs of the College.

4.2 De facto recognition

During the initial five-year phase when the subspecialty is being formed, it may accept a small number of specialists, which must meet the following criteria:

- Be initiators in their field
- Have achieved distinction in the field, and have qualifications, achieved by training and experience, far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation
- Be internationally recognised as a qualified specialist by peers, and
 - have at least ten years' experience practicing the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality, and

- have advanced training (at European Qualifications Framework (EQF) level 8) in the speciality; have demonstrated competency through teaching, research, and practice in the speciality to which the individual devotes most of his or her professional time, and
- be author of at least ten significant publications in peer-reviewed journals resulting from the research or practise in the speciality.
- Be uncontroversial to the majority of the membership
- Spend at least 60 percent of their time practising the speciality, based on a normal working week of 40 hours, for the last at least 10 years.
- Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- Display the willingness to contribute to the growth of the College (e.g., by training residents).

Those applicants for the de facto status that meet the above criteria and are not diplomates of the ACVR-RO, must attend the Radiation Oncology subspecialty examination and will be considered as de facto candidates upon passing the examination.

Applicants must utilise Appendix 1 to prepare their application and the application is to be submitted to the secretary (secretary-RO@ecvdi.eu). The application period ends 28 April 2027.

4.3 Admission for Radiation Oncology Add on Certification holders

Holders of the ECVDI/ECVIM add on radiation oncology certification by de facto recognition or examination can choose to transfer their title to ECVDI-RO or ECVIM-CA-RO within the initial five-year phase when the subspecialty is being formed or continue to carry the add on title.

4.4 Admission for ACVR-RO diplomates

Given the number of ACVR training programmes and (current) absence of a direct entry radiation oncology training programme in Europe, European veterinarians have chosen to attend the ACVR-RO training programme either in Europe or abroad. ACVR-RO diplomates licensed to practice in Europe will be recognized as ECVDI-RO or ECVIM-CA-RO diplomates. To apply for admission the relevant process is to be followed, including but not limited to providing a full Curriculum Vitae and details of their experience and training (also regarding exotics species and ethics/animal welfare, which is not included in the ACVR-RO programme); and additional training may be required.

4.5 Retired Diplomate

An ECVDI-RO or ECVIM-CA-RO member who is genuinely considered retired from the veterinary profession as their main work. There are no recertification requirements or AGM attendance requirements. Retired members are permitted to use the qualification “Dip ECVDI-RO (Retired) or Dip ECVIM-CA-RO (Retired)” but CANNOT use the EBVS description “EBVS® European Veterinary

Specialist in [Specialty]”. They will not be listed in the EBVS register as a veterinary Specialist. Retired members may attend the AGM but have no voting rights and no annual fee is payable.

4.6 Non-Certified Diplomate

An ECVDI-RO or ECVIM-CA-RO member who is no longer active within the Specialty according to the Bylaws. This includes (but not exclusively) those Diplomates who have not practised the specialty for two continuous years or the equivalent of two years during the previous five years; those who fail to achieve the desired number of re- evaluation points; those who fail to attend an appropriate number of AGMs or those who do not practise their Specialty for more than 60% of the time. Non-certified members are permitted to use the qualification DipECVDI-RO or DipECVIM-CA-RO but CANNOT use the EBVS description “EBVS® European Veterinary Specialist in Radiation Oncology”. They will not be listed in the EBVS register as a veterinary Specialist. Non-certified members can attend the AGM, have full voting rights, and must pay the annual non- certified membership fee.

Non-certified Diplomates may not be part of the ECVDI-RO or ECVIM-CA-RO Executive Committee or be EBVS representatives. In exceptional circumstances, with derogation from the Credentials Committee, non-certified Diplomates may act as residency supervisors and sit on the Examination Committee, Education and Residency Committee and Credential Committee.

Reverting to certified status requires demonstration of an appropriate level of activity within the chosen specialty and payment of a fee. Non-certified diplomates will need to satisfy the Credential Committee of their return to activity.

4.7 Honorary Member

A status conferred on a person (normally an ECVDI-RO or ECVIM-CA-RO member but non-ECVDI-RO or ECVIM-CA-RO members can be considered) who has made exceptional contributions to their field of veterinary radiation oncology and/or to the College as a whole. This is the ECVDI-RO or ECVIM-CA-RO’s highest accolade and is reserved for distinguished members based on voting by the membership.

There are no recertification requirements or AGM attendance requirements for honorary members, although for existing Diplomates, activity within their Specialty is often continued and their status as a certified Diplomate remains unchanged. Non-ECVDI-RO or ECVIM-CA-RO Diplomates who are made honorary members are not permitted to vote or hold office and may not use the qualification DipECVDI-RO or ECVIM-CA-RO nor the EBVS description EBVS® European Veterinary Specialist in Radiation Oncology. A Diplomate, who is also an honorary member, may not be referred to as an “Honorary Diplomate” according to EBVS, but would be referred to as a Diplomate *and* an honorary member. Diplomates who are no longer practising may use the term DipECVDI-RO or ECVIM-CA-RO (Honorary Member).

The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates once the college member number is more than 100. At the current time there should be no more than 5 Honorary Members. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in radiation oncology and the reasons for proposing this status.

Election of an Honorary member shall be accomplished by an at least two-thirds majority vote of the Executive Committee, and then by an at least two-thirds **majority** of the voting members present (including those abstaining) at the Annual General Meeting of the College.

4.8 Resigned diplomates:

A former ECVDI-RO or ECVIM-CA-RO member who no longer wishes to be involved with ECVDI-RO or ECVIM-CA-RO, or who is no longer active within their Specialty according to the ECVDI-RO or ECVIM-CA-RO Bylaws AND does not want to continue to be a non-certified Diplomate. Diplomates can choose to be assigned to this category but may also be obliged to take this category if no longer active in their speciality AND not willing to pay the non-certified membership fee. Specialists not fulfilling their requirements to contribute to the running of the College and the training of residents may, at the discretion of the Executive Committee, be required to resign. To enforce a resignation, the proposal must come from two members of the Executive Committee, followed by a two-thirds **majority** vote by the attending membership at the next Annual General Meeting.

These persons are no longer considered members of ECVDI-RO or ECVIM-CA-RO and therefore are not permitted to attend the AGM, cast any votes (in person or on forum). They are not permitted to use the qualification “Dip ECVDI-RO or Dip ECVIM-CA-RO” nor the EBVS description “EBVS® European Veterinary Specialist in Radiation Oncology”. There is no fee payable. For resigned Diplomates wanting to return to certified status, they will be required to satisfy the Executive Committee of their desire to return to the ECVDI or ECVIM-CA College respectively and indicate their future commitment. In addition, they would have to satisfy the Credential Committee of their return to activity and will be required to register a pass grade in the appropriate specialty examination.

4.9 Residents:

Individuals who are enrolled in an officially approved ECVDI-RO or ECVIM-CA-RO residency program. Residents can only use the title “ECVDI-RO or ECVIM-CA-RO Resident” during the official training period. Once the training period is finished, the individual cannot continue to use the title “ECVDI-RO or ECVIM-CA-RO Resident” nor use terms such as “exam ready” or “residency completed”, “board eligible” or any other formulations suggesting this idea.

4.10 Re-certification

Diplomates are required to undergo re- evaluation and re-certification every 5 years according to the overseeing ECVDI or ECVIM-CA colleges rules and regulations.

4.11 Advertising and Directory Listings

Certified Diplomates may use the title “Dip ECVDI-RO or Dip ECVIM-CA-RO” or “Diplomate of the European College of Veterinary Diagnostic Imaging or European College of Veterinary Internal Medicine” and if listed as specialists by the EBVS they may use the title “EBVS® European Veterinary Specialist in Radiation Oncologist”. Specialist certificates can be downloaded from the EBVS website.

The use of the term “board/Executive Committee eligible” or “board/Executive Committee qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

The abbreviation EBVS® is trademarked. The trademark can be used in combination with the descriptive title which has been approved by EBVS:

EBVS® European Veterinary Specialist in Radiation Oncology

Any other College titles or trademarks must be used in a manner not affecting the distinctiveness of EBVS's trademark. The mark EBVS must always be used with the ® symbol, i.e., EBVS®. The mark must be in Times New Roman, and the descriptive terms following it in Calibri font.

5 Officers and committees

Officers and committees' memberships are subject to frequent change. The most current information can be found on the college's website at <https://www.ecvdi.org/> or <https://ecvim-ca.org>) or by contacting the ECVDI/ECVIM administrative assistant (adminecvdi@ecvdi.eu or secretariat@ecvim-ca.org) or secretary of the subspecialty (secretary-RO@ecvdi.eu).

The subspecialty administration will be led by the below mentioned officers and committees and work closely with ECVDI/ECVIM-CA administrative and governance structure and officers, progressing to a more self-sufficient format as already established from the add on programme (new positions/arrangements are underlined). This allows the function and development of the small but growing subspecialty with the support of the large overseeing Colleges administrative structure.

Below listing shows the existing ECVDI/ECVIM officer and committee structure that will be utilized by the ECVDI Radiation Oncology Subspecialty, as well as officers/committee/roles specific subspecialty:

5.1 Officers of the overseeing colleges

ECVDI Executive Committee

ECVIM Executive Committee

5.1.1 Radiation Oncology Subspecialty President: position to be established/be elected.

The President shall preside at the meetings of the subspecialty, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections, and perform all other duties legitimately appertaining to his/her office. The president should at least quarterly supply a newsletter to the members of the subspecialty, with input from the further officers and committees where appropriate. The President of the Subspecialty shall be the Chairperson of the Executive Committee and AGM. The term of office of the President shall be 2 years. The President may not be re-elected to the same office. The role should alternately be filled by a member of the ECVDI and ECVIM-CA [Oncol].

5.1.2 Radiation Oncology Subspecialty Vice President: position to be established/to be elected.

The Vice-president shall perform the duties of the President in his/her absence or inability to serve. He/she shall be the principal organiser and programme for the Annual General Meeting of the College. The term of office of the Vice-President shall be 2 years.

5.1.3 Radiation Oncology Secretary

The Secretary will work in team with the ECVDI, and ECVIM-CA secretary where needed and shall attend to the correspondence of the subspecialty, keep and publish lists annually of certified Diplomates, non-certified, retired Diplomates, residents and Honorary Members, keep minutes of the College Meetings in records which shall be the property of the Subspecialty and accessible at all reasonable times and places and perform the furthermore usual duties of a secretary. The Secretary shall circulate the previous year's reading list to the President at least 3 months prior to the AGM. The reading list will be discussed electronically before the specialty meeting and then voted on at the specialty meeting, prior to ratification at the AGM.

The secretary will work with the Treasurers of the ECVDI and ECVIM-CA to oversee the subspecialty financial matters.

The Secretary shall help to prepare and forward the Annual Report of the Subspecialty and 5-year reports, to the EBVS by the required deadlines. The Secretary works closely with the ECVDI and ECVIM-CA Administrative Assistants to attend to the day-to-day running of the College and dealing with questions and requests. The term of office of the Secretary shall be 2 years. One re-election for a second term of 2 years is permitted, resulting in a maximum term of 4 years.

The secretary shall be responsible for updating and developing website content and other e-media in collaboration with the executive and other committees. The secretary must communicate readily and regularly with the webmaster/administrative assistants as needed.

**In the initial phase of the subspecialty, the role of the vice president will be combined with the role of the secretary, until the number of members of the subspecialty have sufficiently increased to separate the roles. There will be a handover year once the roles are separated.

5.1.4 RO Subspecialty Past-President

The Past-President shall advise the President. The Past-President serves for 2 years.

5.1.5 RO Subspecialty examination committee chair

The examination Committee Chair, in conjunction with the members of the Examination Committee, will be responsible for generating the examination reports. The Examination Committee is responsible for setting the pass mark for the candidates of the Subspecialty. The Chairperson of the Examination Committee shall forward the result of the examination to the Executive Committee with recommendations regarding the awarding of diplomas. The examination committee chair will be in place for a period of 3 years and should have served in the examination committee at least 1 year prior to commencing the post.

5.1.6 RO Subspecialty education and credentials committee chair

The education and credentials chair is responsible for overseeing review of submitted credentialing documents and generating the respective reports. The chair is also responsible for highlighting further education opportunities (such as meetings, courses) to the secretary to be published on the website. The education and credentials committee chair will be in place for a period of 3 years and should have served in the examination committee at least 1 year prior to commencing the post.

5.1.7 RO Subspecialty Member at large

One member at large should normally serve on the executive committee for two years but may be re-elected for one additional period of two years.

**In the initial phase of the subspecialty, this will not be filled, until the number of members of the subspecialty have sufficiently increased, also allowing separating of the secretary/VP roles.

5.1.8 Vacancies amongst the officers

Vacancies occurring on the Executive Committee shall be filled by election of a member at the next Annual General Meeting or as required at the discretion of the Executive Committee, by electronic voting via a password-protected system. The process will be coordinated and overseen by the nomination committee. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred. If an officer has to leave their position before the end of their term, nominations will be collected by the nomination committee, and an election by electronic vote will be held.

5.2 Committees

5.2.1 Executive Committee

The Executive Committee of the Subspecialty of Radiation Oncology shall be composed of President, Vice President, Secretary, Past President, Exam committee chair, chair of the Radiation Oncology Education and Credentials Committee, and one additional member (member at large, to make the numbers uneven). Members of the ECVDI/ECVIM executive committee or the ACVR-RO executive committee may be in attendance upon invitation. The Executive Committee shall consider all the business and policies pertaining to the affairs of the Subspecialty. It, or its designated committees, shall receive all applications, conduct examinations, and certify recommendations for Diplomate status in the Subspecialty. It shall consider and act upon charges against Diplomates for alleged offenses against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offenses. It shall appoint standing Committees, select the time and place of meetings, and determine the fees for application, examinations, registrations, and other fees. It shall direct the management of funds held by the Subspecialty. It shall ensure and facilitate appropriate communication with the ECVDI and ECVIM Executive Committees.

5.2.2 Radiation Oncology Education and Credentials Committee

From the establishment of the Radiation Oncology Subspecialty, the Credentials and Education Committee shall be composed of one member of the radiation oncology Subspecialty from each of the overseeing Colleges (i.e., two members in total). One of the two members will be elected chair of the Education and Credentials Committee. If there is a disagreement in decision making or one of the committee members has a conflict of interest, either the neutral president or secretary will assist in the final decision making. The representatives will be selected by the selection committee after nomination from the existing committee or self-nomination. The term on the education and credentials committee shall be two years and can be renewed for one further period of two years.

Once the subspecialty reaches a substantial number of members and trainees, the committee will be subdivided into an education and credentials committee, with appropriate change in member number.

The duties of the Credentials Committee will be as follows:

- to establish guidelines to assist applicants applying to sit the certifying examination.
- to receive, review, and approve the candidacy of examination applicants.
- to forward the Credentials of approved applicants to the Examination Committee.
- to evaluate de facto applications and make recommendations to the Executive Committee.
- to evaluate the Diplomate status of each Diplomate every five years according to the re-certification requirements accredited by the EBVS in collaboration with the overseeing college.

The duties of the Education committee

- The Education Committee is responsible for setting criteria for the residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular report packages from the residents and the supervisors. It is the responsibility of the officers of the Education Committee to evaluate the reports and case logs. The reviewed documents must be handed back to the chairman of the Education Committee within four weeks or time frame as indicated by exam deadlines of receiving the documents. Members of the committee are required to check regularly for new updates and participate in discussions.
- The Education Committee will maintain lists of approved residency programmes for each specialty, approved supervisors and current residents and regularly update the Executive board, Credentials Committee, and overseeing Colleges. It will document the detailed requirements for approval of residency training programmes.

- Current Chair for ECVDI: Dr Randi Drees
This committee functions separately from the ECVDI education and credentials committees, but collaboration is invited where applicable and the same administrative support is provided. The Radiation Oncology Education and Credentials Committee Chair currently also holds a position on the ECVDI executive board. This place on the executive board is suggested to be transferred to the newly elected President or vice president of the Radiation Oncology Subspecialty.

- Current ECVDI Radiation Oncology Education and Credentials Committee 2nd member: Dr Jerome Benoit
- Current chair from ECVIM-CA: Dr Jane Dobson
- Current ECVIM-CA Radiation Oncology Education and Credentials Committee 2nd member: Dr Sarah Mason

5.2.3 The Examination Committee

The Examination Committee shall be composed of up to four members of the radiation oncology subspecialty, two from each of the overseeing colleges, that should also carry the ACVR-RO Diplomate title and ideally serve on the ACVR-RO exam committee. The representatives of the committee will be selected by the selection committee after nomination from the existing committee or self-nomination. The term on the exam committee shall be two years and can be renewed for one further period of two years.

The duties of the Examination Committee

The Examination Committee is responsible for the coordination of the exam with the ACVR-RO group as long as this exam will be utilised (until a sufficient number of candidates have taken the exam for the subspecialty to allow for a robust and validated examination). The Examination Committee is responsible for setting the pass mark for the candidates of the Subspecialty. The Chairperson of the Examination Committee shall forward the result of the examination to the Executive Committee with recommendations regarding the awarding of diplomas. The Examination Committee may co-opt Diplomates as 'examiners' to assist in the examination committee duties. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee.

- Current Radiation Oncology Examination Committee members as of 2022
 - EVCDI Chair: Jessica Lawrence
 - ECVDI 2nd member: Magdalena Parys
 - ECVIM-CA Chair/general Chair: Valerie Poirier
 - ECVIM-CA 2nd member: Isabella Pfeiffer

5.2.4 The Nomination Committee

The Nomination Committee shall be composed of a maximum of two members of the subspecialty, one member from each overseeing specialty. The representatives of the committee from each overseeing college will be selected by the selection committee after nomination from the existing committee or self-nomination. The Nomination Committee will be renewed yearly at the AGM. Members of the Committee can put themselves forward again for the following year, and new candidates can come forward. There is a maximum membership of two consecutive years unless there are exceptional circumstances, and it is approved by the Executive Committee. The duties of the Nomination Committee

When Executive officer positions become available, the Nomination Committee will initiate a search and call for nominations. This process relies upon active solicitation by the Committee as well as Subspecialty diplomates putting themselves forward. Call for nominations will last at least one month and then nominations will be closed. Within two weeks, the Nomination Committee will present a list of suitable candidates. Then there will be at least a 14-day discussion period, where candidates are introduced to the members. Following the discussion period, a vote will take place. This can be via secret paper ballot at the AGM (if applicable), or via secret electronic vote. Where electronic voting takes place, the voting period shall be open for 2 weeks. A quorum (one third of voting members) will be required for voting to be valid. In the event of a quorum not being reached at this time, no decision can be made; the process may have to be repeated or extended.

The Committee will report their considerations to the College at the Annual General Meeting. If no nominations have been made, nominations may be made from the floor.

Until the subspecialty has a sufficient number of members, the ECVDI nomination committee will take over the duties of the subspecialty nomination committee.

5.2.5 Indemnification of Members of Committees

Members of Committees will receive no indemnification other than reimbursement of reasonable expenses.

5.2.6 Confidentiality

Adverse decisions will be confidential to the persons involved and to the Executive officers relevant to those decisions.

5.2.7 Communication

Communication to the College and within the College should be by electronic means only. Committee members and College members are required to respond to College communications within a two-week period. During periods of absence from the office committee member's e-mail systems should be set up with an auto response, identifying the date at which they will be able to respond to messages again. ECVDI domain email addresses shall be assigned to the committee chairs and members of the executive committee.

5.2.8 Election of Committee Chairs

The chair of each committee is recruited from within the committee and selected by the committee members, preferably by a confidential vote (electronic or paper ballot). Following selection, the Executive Committee should approve the chair. The elected chair should have served actively on the committee for at least one year prior to appointment. The position of chair will be up for re-election every 2 years and re-election of the same candidate is permitted for one additional period of 2 years. A chair who has served for two consecutive 2 year periods will not be eligible to be chair again for a period of 2 years, except in exceptional circumstances following approval by the Executive Committee.

Ideally, succession of the chair position should occur around the time of the AGM. At the relevant meeting the outgoing chair will still chair the meeting and step down at the end. One of the agenda items should be to elect a new chair from the candidates presented if not already carried out electronically.

It is the duty of committee chairs to recruit and develop potential candidates to succeed them as chair, so the position does not become vacant, or occupied by someone with insufficient experience.

6 Meetings

- The Executive Committee and other college committees may meet between the dates of the Annual General Meeting. This can be at the discretion of the respective committee or when judged appropriate by the President. Meetings would preferably be held in conjunction with an appropriate scientific meeting where possible.
- The use of video conferencing is encouraged as an appropriate way to hold additional meetings.
- As a minimum, the Executive Committee aims to hold three additional meetings via conference call throughout the year.
- Scientific meetings may be held in conjunction with the Annual General Meeting. Diplomates are encouraged to present an original scientific paper or case report at these meetings.

7 Radiation Oncology Residency Programmes

A Residency Programme in Veterinary Radiation Oncology is a training programme allowing a graduate veterinarian ("Resident") to acquire in-depth knowledge of the science and practice of radiation oncology, and its supporting disciplines, under the supervision and guidance of one or more radiation oncology Diplomate ("Diplomate") (ECVDI-RO, ECVIM-CA-RO) or Diplomates of the ECVDI or ECVIM-CA carrying the 'add on' radiation oncology title or radiation oncology diplomates of the ACVR-RO recognized by the ECVDI-RO and ECVIM-CA-RO.

7.1 Objectives of the radiation oncology residency programme

The general objectives of the training programme are:

- To promote aptitude and proficiency in the therapeutic use of ionizing radiation in animals, as well as its theoretical background.
- To instruct the resident in the science and practice of radiation therapy and its supporting disciplines.
- Provide the resident with the opportunity to pursue career goals in teaching, research and/or specialty practice.

7.2 Prerequisites for specialty training

Candidates must be a graduate of an EAEVE accredited school. This first period must consist of either a one year rotating multi-disciplinary internship (small animal preferred) or at least 2 years in general practice. This period of training must be approved by the Credentials Committee prior to starting a residency training programme, but *pre-approval* of this training period is not required.

According to the EBVS internship definition, an internship shall be a minimum of a one-year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It provides practical experience in applying knowledge gained during formal professional education and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience

prepares a veterinarian for high-quality service in practice or for a decision on an area of specialization. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.

The suitability of prerequisite experience or qualifications of a potential residency candidate is initially evaluated by the proposed supervisor. This does not need to be *pre-approved*, however, *subsequent* formal approval by the Education and Credentials Committee of the internship or period in general practice is required prior to starting a residency training programme to ensure compliance with EBVS minimum standards.

7.3 Residency programme

7.3.1 Types of training programmes

7.3.1.1 Standard Residency programme

The standard residency programme shall comprise of a continuous three-year (minimum) postgraduate training programme under supervision of a Diplomate of ECVDI-RO or ECVIM-CA-RO, a Diplomate of the ECVDI or ECVIM-CA carrying the add on radiation oncology title or ACVR-RO Diplomate recognized by the ECVDI-RO/ECVIM-RO-CA.

The period is designed to educate the resident primarily in the art and science of radiation oncology. There shall be additional instruction in the related disciplines of advanced diagnostic imaging, radiation physics, radiation biology, radiation protection, medical oncology, surgical oncology, anaesthesia/analgesia, clinical and gross pathology, exotics/large animal, and neurology. Supervised clinical training and non-supervised training time must be included in the programme as outlined under 7.3.1.1.

7.3.1.2 Alternate residency programmes

The alternate programme route is intended for veterinarians whose circumstances do not permit enrolment in a standard residency programme. An alternate programme is individually tailored to the specified resident ONLY, such that he/she achieves the required standards by the time of completion. The alternative programme must be approved by the Education and Credentials Committee before the Resident embarks on it. The total time of an alternate programme must not exceed six years.

- The resident does not have to be employed in the same institution as the supervisor but is still bound by the supervision requirements detailed for standard residency programmes in this chapter.
- All the same requirements regarding prerequisites, case load, research, teaching, presentations, knowledge, and skills set out in this chapter for standard residencies, must be achieved. Diplomates in ECVDI/ECVIM can have credit of weeks already achieved in the previous training
- They must take place in a veterinary practice that fulfils the criteria described under “Facilities required for a residency programme” later in this chapter.

Individual alternative programmes are approved on a per resident basis and not for the institution. Residents in standard or alternative programmes may use the title “*ECVDI or ECVIM-CA Radiation Oncology Resident*” or “*Resident in Radiation Oncology*”, or similar, during the official training period. Once the training period is finished, the resident cannot use terms such as “*exam ready*”, “*residency*”

completed” or similar. There is no approved title that a former resident can use in the time leading up to their examination following completion of the residency training period.

7.3.2 Radiation Oncology Residency Programme Learning Outcomes

Residents must develop as a minimum the following specific knowledge and skills with regard to practising Radiation Oncology during their residency training:

- An in depth understanding of the physics of radiation therapy as applied to operating various radiation therapy units, radiation therapy treatment planning, radiation therapy treatment delivery and quality control.
- An in depth understanding of the practical concepts of radiation protection with regards to the patient and personnel involved in radiation therapy patient care
- An in depth understanding of radiation and cancer biology as it applies to cancer treatment, side effects of cancer treatment and radiation protection.
- In depth knowledge of clinical management of veterinary patients with neoplastic disease including tumour staging, assessment of response to follow up and communication with the patient owners.
- A good understanding of the concepts of diagnostic imaging required to plan radiation therapy for veterinary patients, predominantly focussing on anatomy and disease recognition using computed tomography, as well as magnetic resonance imaging and radiography. A good understanding of comorbidities that may influence treatment and anaesthetic decision making.
- A good understanding of cytology and histology as applied to interpretation of reports of the radiation oncology patient.
- A good understanding of surgical oncology and neurology as applicable to the use of therapeutic ionizing radiation
- An acquaintance with the social role and the responsibilities of an ECVDI-RO and/or ECVIM-CA [RO] specialist with regard to their patients, clients, colleagues and public. They should also be able to express and support views on current issues relevant to this field of knowledge.

It is necessary for residents to have a general knowledge of the European legislation affecting radiation oncology and radiation protection and to have a detailed knowledge of the European legislation relating to the role of the veterinary practitioner in the field (e.g., drug regulations and radiation protection laws).

They should also be competent in the various skills associated with the field including history taking, clinical examination, communication skills to support owners through difficult decisions, clinical pathology or histology sample collection and medication in addition to anaesthetic procedures.

7.3.3 Radiation Oncology programme training content and portfolio summary

- The training programme consists of 156 weeks in total. Of these the following number of weeks are to be included (*indicates supervised time):

Radiation Oncology [†]	90 weeks*
Medical Oncology	12 weeks*

Advanced diagnostic imaging:	6 weeks* (focus on MR/CT incl. positioning for planning CT)
Anaesthesia	2 weeks*
Neurology	2 weeks*
Clinical pathology	2 weeks*
Gross pathology	2 weeks*
Surgical Oncology	4 weeks* (or 20 days)
Exotics/Large animal	1 weeks* (or 5 days)
Medical physics: be theoretical training)	2 weeks (minimum 20 hours direct contact*, remainder can be theoretical training)
Radiation biology:	2 weeks (1 week course and one week study/immersion)
Ethics (online course)	
Study/conference holidays comes out of this)	16 weeks plus 2 weeks of physics/radiation biology (extra holidays comes out of this)
Vacation: as per institutional requirements	15-18 weeks

Radiation Oncology: It is understood that time spent in radiation oncology involves a multimodality approach to the individual patient, involving medical oncology, diagnostic imaging, surgical oncology and other supportive disciplines.

- Case numbers

There is a minimum requirement for case numbers for the programme. The caseload of the institution must be large enough to afford the candidate adequate exposure to all required stages of radiation therapy treatment planning, - delivery and - aftercare. The minimum acceptable number of 200 cases undergoing radiotherapy is required.

While a minimum caseload is necessary to develop clinical experience, the candidate must also be provided with sufficient time to evaluate patients properly, to study, and to participate in rounds, workshops, work with other Board-Certified Specialists and to prepare presentations.

- Case Logs:
 - Radiation oncology cases log

A radiation oncology case log must be maintained by the Resident listing the case number (running total), date of initial presentation, medical record number, species, breed, age, weight, clinical workup/staging, diagnosis and stage, radiation therapy planning procedures performed, treatment intent, region treated and adjunctive or gross disease, radiation therapy treatment, medical treatment, follow up and radiation toxicity and complications (morbidity/mortality) on the template provided.

In addition, the resident must specify what their responsibility was with regard to the case (i.e., assistant or primary clinician). The Resident may be considered to be the primary clinician when that

individual can document a significant role in all of the following aspects of management: radiation therapy treatment planning, radiation therapy treatment delivery, radiation therapy treatment aftercare and client communication around the treatment as well as follow-up.

When a case is seen for re-irradiation of the same gross disease this can be logged as a separate entry for one occurrence.

- Diagnostic Imaging case log (minimum 30 CT, 10 MRI, 10 Radiographic)

A diagnostic imaging case log must be maintained (using the template provided) by the resident listing the case number (running total), date of imaging study, medical record number, species, breed, age, modality (CT, MRI), history/reason for study performed, imaging diagnosis.

- Medical oncology case log (minimum 40 cases)

A medical oncology case log must be maintained (using the template provided) by the resident listing the case number (running total), date of imaging study, medical record number, species, breed, age, weight, diagnostic workup (staging), diagnosis, procedures performed, treatment and follow up/outcome and any toxicities.

- Surgical oncology case log (minimum 15 cases)

A surgical oncology case log must be maintained (using the template provided) by the resident listing the case number (running total), date of imaging study, medical record number, species, breed, age, weight, diagnostic workup (staging), diagnosis, procedures performed, treatment and follow up, using the template provided.

- Resident continuing education and presentation log

A continuing education log should list conferences, seminars and lectures attended by the Resident and as well as presentations given at radiation oncology conferences and other professional maintained by the resident, using the provided template.

The Resident is required to:

- Present a minimum of **two (2) internal** seminars relating to Radiation Oncology during the residency programme in a formal setting with an attendance of other veterinarians. A seminar is defined as a scientific presentation which is followed by a discussion period.
- The resident is also expected to give one scientific presentation (abstract or lecture) at a national or international conference in the field of radiation oncology

Delivering formal or informal teaching sessions to students of veterinary medicine, nursing, interns, trainees of other specialities or the public is encouraged.

Residents are expected to take part in other rounds as part of their residency programme. This may include case discussions (daily), journal clubs, book reviews and other discussion groups (at a minimum one of these additional rounds must occur every two weeks, for example surgical

oncology, clinical and gross pathology, exotics) and mock examination questions. Attendance at one recognized international conference for radiation oncology is required during the residency:

ECVDI scientific meeting (radiation oncology and cancer imaging streams), joint ACVR / ACVR RO scientific meeting, ASTRO, ESTRO, ECVIM-CA (medical oncology), ESVONC and VCS scientific meetings if a designated radiation oncology/cancer imaging stream is included in the programme, which must include at least half a day.

Additional meetings are considered on their individual merits by the education and credentials committee.

- Case reflections:

Three reflections on management of medical comorbidities common to radiation oncology patients of cases the trainee had primary clinical responsibility for. Example co-morbidities include cardiac disease, nephropathies/hepatopathies, or gastro-intestinal conditions developing during radiation, chemotherapy toxicities during RT could also be used

The reflection should be structured as follows:

- Title (e.g., small intestinal diarrhoea in a 10yo XB receiving definitive IMRT for a Adams stage 4 nasal carcinoma)-not included in word count
 - Patient summary (signalment, RT prescription, anaesthesia protocol, concurrent medications, duration of co-morbidity if chronic prior to RT or day of onset if during RT) 50-100 words
 - Pathophysiology (brief outline of the pathophysiology of the comorbidity and the key factors in decision making around RT prescription. Tx breaks and anaesthesia) 150-200 words
 - Treatment/support provided 100-150 words
 - Learning points and reflection 100-150 words
 - Maximum 500 words in total.
-
- Presentation/publication requirements:

For residents to qualify to sit the examination, they must meet the minimum requirements for publications as set by EBVS. The minimum EBVS requirements are:

- One primary author, original, peer-reviewed scientific research paper relating to radiation therapy. The candidate must be the principal author and the publication must be mentioned in the Science Citation Index or the ECVDI-RO/ECVIM-CA-RO reading list.

and

- One primary author, original, peer-reviewed case report or second author scientific research paper relating to radiation therapy. The publication must be mentioned in the Science Citation Index or the Radiation Oncology reading list.

Publications that were accepted for publication within 2 years prior to the start of the residency programme will be eligible.

- On call requirement is at the individual institutions' preference (Oncology/medicine encouraged)
- Ethics quiz to assess learning in relation to online course.

7.3.4 Radiation Oncology training

According to 7.3.3 the majority of the training time is to be spent in radiation oncology. Residents may spend time at multiple centres in order to achieve the required standard during the programme. The training must include

- Training to achieve expertise in formulation of radiation treatment plans, dose calculation, and treatment administration for veterinary patients with cancer. This must include but is not limited to generation of both manual and computer-based treatment plans for megavoltage external beam radiation. Forward and inverse external beam planning experience must be gained.
- Primary case responsibility
 - For new cases: primary responsibility including but not limited to history taking, physical examination, review of tumour type/biology, review of diagnostic testing and staging options, review of treatment options as well as communication to clients, referring veterinarians and other professional communication (record keeping)
 - For ongoing cases: primary responsibility including but not limited to patient management during radiation therapy treatment as well as communication to clients, referring veterinarians and other professional communication (record keeping)
 - For follow up appointments: primary responsibility including the management of radiation side effects and assessment of tumour stage and/or response to treatment when relevant as well as communication to clients, referring veterinarians and other professional communication (record keeping)
- Radiation therapist activities: For a minimum of 1 week/year under the supervision of the institutional therapist/trained technicians and or supervising Diplomate(s), the resident should function as the radiation therapist performing activities related to external beam radiation delivery. This should include but is not limited to: Daily linear accelerator quality assurance and warm up, patient positioning for planning CT and therapy, radiation delivery (as allowed by regional law), and acquisition of position verification imaging.
- An environment encouraging interchange of knowledge and experience among trainees and faculty of the programme, as well as with residents in other major specialities located in the institution delivering the programme.
 - Formal didactic classes or self-organized study opportunities in cancer biology, radiation biology and medical physics are required
 - The trainee is expected to develop adequate relevant knowledge regarding normal and pathologic anatomy and physiology.
 - It is expected that the trainee will prepare and present two lectures or scientific presentations during the training programme, of which at least one should be at an international meeting.
 - Review of medical literature for a minimum of 1hr per month with a Diplomate present to provide input and discussion. The programme shall provide access to a

sufficient variety of journals, references, and resource materials pertinent to progressive levels of education in radiation oncology and associated fields.

7.3.5 Interdisciplinary training

7.3.5.1 *Diagnostic imaging*

All residents are expected to obtain training under the direct supervision of a Diplomate of the European College of Veterinary Diagnostic Imaging or American College of Veterinary Radiology in a dedicated imaging service. Additional expertise in determining indications for the use of various diagnostic imaging modalities and image interpretation will be obtained throughout the residency as part of the pre- and post-treatment evaluation of radiation therapy patients, including consultations with imaging specialists at the institution. A minimum of one ECVDI or ACVR Diplomate should be on-site at the primary institution at least 26 weeks/year and available for remote consults at least 45 weeks/year. The resident should develop an understanding of the basic principles of the physics of diagnostic radiology, CT, MRI, gamma scintigraphy, PET scanning, and diagnostic ultrasound. Residents should perform primary reporting of at least 30 computed tomography, 10 magnetic resonance imaging studies and 10 radiographic studies relevant to veterinary patients with cancer.

7.3.5.2 *Medical oncology*

All residents are expected to obtain training under the direct supervision of a Diplomate of the European College of Internal Medicine [companion animal] (Oncology) or the American College of Internal Medicine (Oncology). A minimum of one medical oncologist should be on-site at the primary institution at least 26 weeks/year and available for remote consults at least 45 weeks/year. Trainees should function as primary clinicians on the service, prioritizing cases that are not typically treated with radiation. The experience should include prescription of chemotherapy and other systemic therapies, as well as management of side effects of these treatments. Residents should be in charge of primary patient care for 40 medical oncology cases.

7.3.5.3 *Anaesthesia/Analgesia*

All residents are expected to obtain clinical training under the direct supervision of a Diplomate of the European College Veterinary Anaesthesia and Analgesia or the American College of Veterinary Anaesthesia and Analgesia.

7.3.5.4 *Neurology*

All residents are expected to obtain clinical training under the direct supervision of a Diplomate of the European College Veterinary Neurology or the American College of Veterinary Internal Medicine (Neurology). If a neurologist is not on site, an external rotation is recommended.

7.3.5.5 *Exotic species*

All residents are expected to obtain clinical training in addition to clinical interaction under the direct supervision of a Diplomate of the European College of Zoological Medicine (Avian, Herpetology or Small Mammals) or a Diplomate of the American College of Zoological Medicine.

7.3.5.6 *Clinical Pathology*

All residents are expected to obtain clinical training, in addition to clinical interaction, under the direct supervision of a Diplomate of the European College Clinical Pathology or the American College of

Veterinary Pathologists. A clinical pathologist must be available for remote consultation at least 45 weeks/year; a letter of agreement must be submitted with the program application if they are off-site.

7.3.5.7 *Medical physics*

All residents are expected to obtain clinical training in addition to clinical interaction with a qualified medical physicist. A signed letter of agreement will be required from the supporting medical physicist unless the physicist is on-site full time at the primary institution.

7.3.5.8 *Ethics/Animal welfare*

A short online course will be offered in collaboration with the European College of Animal Welfare and Behavioural Medicine. Details to follow.

7.3.5.9 *Other rotations*

Other rotations that could be considered, but are not specifically required are: Cardiology, Internal Medicine

7.3.5.10 *Non supervised training*

Non-supervised time is included in the programme; this time is to be used for research or clinical investigations, preparation of scientific manuscripts, speaking engagements and continuing professional education attendance, study time for board preparation as well as for rounds, and vacation. In addition, external rotations in adjunct services, other veterinary or human radiation therapy facilities to which they would otherwise be minimally exposed, or to gain additional experience with novel techniques or equipment can be completed during this time.

7.4 Training programme criteria

Residency programmes strive to result in the qualification of Specialists who have demonstrated the proper intellectual qualities, professional and technical skills. Moreover, residency programmes aim to develop a culture that recognizes the importance of continuous professional development.

Prospective residents will be required to have undertaken broad training and experience in their chosen discipline. Post-graduate degree studies may be included in the programme; however the individual programme will need to be approved by the credentials committee and an alternative residency programme may be suggested.

There are general requirements for facilities, services, and equipment that are necessary to become an approved training centre. Training programme criteria are described in more detail below.

7.4.1 Training programme/facility requirements

The approved programme must be based at a centre with the following facilities and available techniques:

	Mandatory	Desirable
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Megavoltage teletherapy radiation therapy equipment available on site for use of veterinary patients.	x	
Multi-leaf collimator	x	
Manual setups and manual treatment planning (photons and/or electrons): hands-on clinical experience to develop expertise and self-sufficiency with this technique.	x	
Computer based treatment planning system (Forward planning for 3D conformal radiotherapy, non-IMRT, even if forward plans are not delivered at the institution): hands-on clinical experience to develop expertise and self-sufficiency with this technique	x	
IMRT, SRT planning: hands-on clinical experience to develop expertise and self-sufficiency with this technique	x	
On-board imaging MV or kVCT, kV digital radiographs, MV portfilms: hands-on clinical experience to develop expertise and self-sufficiency with this technique	x	
Brachytherapy equipment		x
I131 or other radiopharmaceutical treatments		x
Sr90 Plesiotherapy		x
<i>If the primary institution does not have all mandatory on-site resources to complete the training requirements above, the resident is required to spend a minimum of time as outlined under 7.3.1.1 at a cooperating institution(s) supervised by a Supporting Diplomate. The training requirements can be combined into a single learning experience. In this case, a letter of agreement is needed from the cooperating institution(s).</i>		
Dedicated anaesthesia equipment with Isoflurane or sevoflurane vaporizer with an adequate scavenging system for the radiation therapy suite available on site with capabilities for blood pressure measurement, pulse oximetry and electrocardiography to allow for routine monitoring of patients undergoing radiation therapy.	x	
Computed tomography, standard radiology and ultrasonography for the use of veterinary cancer patients available on site.	x	
MRI facilities on site.		x
Nuclear medicine facilities on site.		x
A computerized complete medical record must be maintained for each individual case and rapid retrieval and searching capabilities for medical records must be available on site.	x	
Intensive care facilities with standard critical care equipment and 24hr emergency services are desirable.		x
Electroencephalography equipment is desirable to be on site.		x
A clinical pathology laboratory for haematology, clinical chemistry, and cytological diagnosis available. Clinical pathology reports must be retained and retrievable.	x	
Postmortem facilities available on or off site. Gross pathology and histopathology reports must be retained and retrievable.		x

A library containing recent textbooks and current journals relating to radiation oncology and its supporting disciplines must be immediately accessible to the programme participants (working collection).	x	
Regular diagnostic imaging, medical oncology/oncological surgery/tumour rounds.	x	
Neuroimaging rounds		x

7.4.2 Documentation of progress during the residency

The resident is responsible for maintaining the logs described above along with the **annual update form (Appendix 2) and providing this to their supervisor and programme director**. This form is a summary of the resident's activity over a 12-month period, summary of resident's role in all cases, and degree of supervision, and progress on case reports and research manuscript. This should be submitted annually along with the logs to the credentials committees via the secretary (secretary-RO@ecvdi.eu). See policy on late submissions below.

If weaknesses are identified by the Education and Credentials Committee, the supervisor will be notified of the steps required to correct them. If severe deficiencies are noted, the resident's progress may be suspended. The resident and supervisor must act on the Education and Credentials Committee's directions and submit reports as directed by its members. If the deficiencies cannot be corrected, the Credentials Committee may permanently withdraw approval of the programme.

7.5 Supervision

Each programme must be supervised by at least one practising Diplomate of the appropriate specialty, physically present and working at the training centre. If there are several Diplomates present, one must be designated as the responsible supervisor and receive the recertification points for resident supervision.

The supervisor is the primary responsible contact person for application, registration and approval processes and must maintain regular correspondence with the respective committees of the radiation oncology subspecialty.

One Diplomate may be responsible for up to two residents concurrently, supervision of a third resident may be approved by the subspecialty executive committee in exceptional cases and will need to be applied for.

The selection of a suitable candidate with adequate prerequisite clinical and academic training for the residency programme is at the supervisor's discretion. The minimum requirements of one-year rotating internship or equivalent training (as detailed above) must be fulfilled and reported to the Education and Residency Committee, as described.

Daily direct supervision is required, although it does permit the intermittent absence of the supervising Diplomate or the resident for standard reasons (vacations, meetings, days off and sickness). Supervision must include consultations, case discussions, and case management with actual cases (where appropriate). Primary responsibility for case work may be increasingly delegated to the resident during the advancing course of training and depending on the clinical skills and confidence of the resident.

Supervisors are responsible for evaluating and approving the residency monitoring forms (Appendix 2 and 2a) prior to submission to the Education and Residency Committee. Comments and concerns by the reviewers must be discussed with the resident and addressed. A Supervisor Progress report (included in Appendix 2) must be submitted to the Education and Credentials Committee along with the annual progress form and training log, documenting and commenting on the performance of the resident.

Residents must meet with the responsible supervisor at least twice yearly for evaluation of performance and progress. When the resident has multiple supervisors, a meeting among the supervisors should precede the meeting with the resident.

7.5.1 Appraisal process during the residency

All residents are required to submit residency monitoring documentation annually, at the end of the respective year of their residency.

The documentation to be submitted to the Education and Credential committee via the secretary (secretary-RO@ecvdi.eu) by the resident, after verification and approval by the Resident Supervisor, includes the following:

- **Annual progress form:** A form recording the current resident contact information and residency progress: Appendix 2.
- **Supervisor Progress Report:** Written by the supervisor, documenting and commenting on the performance and progress of the resident. This may be discussed with the resident prior to submission if the supervisor wishes. Included in Appendix 2.
- **Training and Case Log:** An Excel document including various logs, such as Radiation Oncology, Diagnostic Imaging and Medical Oncology Case Log, training log, presentation log, CPD log. This is to be filled out and updated continuously throughout the entire residency period. Appendix 2a

If required by the Education and Residency Committee, the resident must also be able to produce detailed medical records of individual cases. These may be excerpts from the clinic data record system.

7.5.1.1 Policy on late submission of reports

It is the duty of residents and supervisors to submit the reports to the Chair of Education and Credentials Committee at the required intervals. In case of delays and failure to receive the required materials without previous dispensation, the Education and Credentials Committee may take the following steps of action:

- If the residency progress monitoring documentation is not received within 2 weeks of the required date, an email will be sent to the Resident (and cc. to the Supervisor as a **first warning** that submissions are overdue.
- If the required documentation is still not received within one further month, a **second and final warning** will be sent by e-mail to the Resident (and cc. to the Supervisor)

- If no action is taken after this period, the Education and Residency Committee reserve the right to take punitive action. This may include, but is not limited to, declaring the overdue (and therefore non-monitored) period of the residency programme void and thereby requiring an extension of the current training period. Where extending the time period of a residency programme is not possible, the resident may be required to carry out additional assignments as set by the Education and Credentials Committee. This may have to be at the resident's own time and expense.
- In the event of repeated and/or severe offences regarding this policy, the ECVDI-RO Education and Credentials Committee reserves the right to take further punitive action, which may include termination of the residency training programme.
- Supervisors will not receive recertification points for residency time that has been declared void by the Education and Residency Committee.

7.6 Residency programme approval process

All applications for approval of standard or alternate residency programmes are to be sent to the secretary (secretary-RO@ecvdi.eu) electronically and will be forwarded to the chairman of the Education and Credentials Committee.

Diplomates wishing to offer a residency programme must submit a comprehensive and detailed programme proposal to the Education and Credentials Committee for evaluation and approval. The content of the proposal package must include but is not limited to:

- Appendix 3 is to be used as a template and guide to the minimum requirements. This is to include the description of the training site and would include but is not limited to details about available facilities, equipment, case load, staff, and cooperation with other specialists. Photographic documentation and floor plans of facilities may be included to aid the proposal. The proposed programme structure should include a description of the duties and responsibilities of the resident, study time allocation, research possibilities, opportunities for external rotations and specialty training.
- Full curriculum vitae of the Supervisor.

The proposal will be assessed by the Education and Residency Committee and more information may be requested. In addition, a physical inspection of the training site may be required. In that case, applicants for new residency training facilities are expected to pay reasonable expenses to accommodate the inspection party. These fees will be refunded by ECVDI/ECVIM-CA upon successful acceptance as an approved residency facility.

Approval of the training programme is valid for 5 years, after which re-evaluation is performed by the Education and Credentials Committee. Re-evaluation may also be required after major changes (e.g., change of supervisor, major changes in facilities, equipment or programme structure). Changes in the content facilities or structure of the approved programme must immediately be reported to the Education and Residency Committee via emailing the secretary (secretary-RO@ecvdi.eu) .

In an *approved* standard residency programme, one supervisor may supervise up to two residents at the same time.

7.7 Resident Registration

Once a training facility and training programme is approved, it is the responsibility of the residency Supervisor to select a candidate who satisfies the criteria required to embark on a residency programme as detailed above.

All applications for approval of the prerequisites, standard or alternate residency programmes are to be sent to the secretary (secretary-RO@ecvdi.eu) electronically by the selected candidate and will be forwarded to the chairman of the Education and Credentials Committee. Registration with the overseeing college will typically be according to the college affiliation of the Programme Director. Prior to starting a residency training programme, the supervisor should ensure they have received approval of all elements of the training programme, including the prerequisites, from the Education and Credentials Committee.

The minimum necessary information to be provided is listed in Appendix 4 and includes but is not limited to personal details, licensing/qualification information, training programme information, and statements regarding acceptance of college constitution and bylaws.

The prerequisite qualifications of a potentially suitable residency candidate are to be evaluated primarily by the supervisor, however, formal approval by the Education and Credentials committee is needed to verify and confirm compliance with the minimum EBVS standards.

For alternate programmes, in addition an application letter from the candidate explaining their reasons for choosing an alternate route programme along with reasons for not participating in a standard programme. This must also confirm understanding the requirements for an alternate programme as detailed in above.

The resident must enrol on their programme within 30 days of commencing their programme by submitting the enrolment form (Appendix 4) to the secretary (secretary-RO@ecvdi.eu). Failure to do so will result in exclusion of any training that occurred greater than 30 days before registration.

The decision by the Education and Credentials Committee will be communicated to the supervisor (in the case of standard residencies) or resident and supervisor (in the case of alternate programmes). If the registration is approved, the programme may begin as planned, ensuring the Education and Residency Committee are notified of the start date. If the application is not approved, areas for change will be suggested and the programme will be reassessed.

7.8 Details regarding the certifying examination

7.8.1 Examination Credentialing

The process, documentation, and deadlines required to credential to sit an RO subspecialty examination are detailed here.

The following documents need to be included in the application for approval of credentials:

- **Covering Letter**
- **Curriculum Vitae**
- **Reference letter(s)** from the programme supervisor(s) of each institution involved in the training programme.
- **Documentation logs.** For the subspecialty of radiation oncology these include radiation oncology case log, diagnostic imaging case log, medical oncology case log, general training

log, presentation log, continuing professional education log. If the training programme is not yet finished, then the logs must be completed with the minimum required number of entries up to the time of application.

- **Publications.** At least two (2) original peer reviewed papers in radiation oncology, published in a well-established internationally refereed scientific journal (i.e., mentioned in the Science Citation Index or on the radiation oncology reading list). One publication must be an original research paper, the second publication may be a further work of original research or a case report. The resident must be the primary author of at least one work of original research and must be the primary author on a case report or a primary or listed author on a second piece of original research as appropriate. Publications must be already published or fully accepted for publication as evidenced by a letter from the editor.
- Any relevant previous correspondence relating to the training programme and application.
- Evidence of payment of the **Credentialing for Examination fee.**

The application materials must be arranged as detailed above and sent electronically to the secretary (secretary-RO@ecvdi.eu) before the deadline. Any subsequent correspondence should be through the secretary unless advised otherwise. All submitted application materials become the sole property of the ECVDI and will not be returned to the applicant.

7.8.2 Timelines, location, applying for and sitting the examination

- 1st September of the year prior to that the candidate(s) will sit the exam: Deadline for submission of credentials and exam application form (appendix 5) to the ECVDI secretary (secretary-RO@ecvdi.eu).
- By 1st October of the year prior to that the candidate(s) will sit the exam the radiation oncology education and credentials committee (ROECC) will respond to the candidate(s) in writing with a) approval of the credentials b) non-approval of the credentials; the latter may include a recommendation how to rectify insufficiencies of the credentials. Resubmissions of credentials are submitted until 1st December of the year prior to that the candidate(s) will sit the exam and will be notified of their approval / non-approval by 31 December of the same year.
- 31st January of the year that the candidate(s) will sit the exam: Deadline for the candidates to pay the exam fees. Method of payment will be communicated to the candidates once the application is approved.

The exam currently takes place on Thursday and Friday in the 1st week of September (after the American Labour Day holiday) in Chicago, IL, USA. The date can change if it falls on a religious holiday but is set in the fall the prior year. Candidates of the radiation oncology subspecialty programme taking this exam will take it at the same location and dates that it is regularly offered to ACVR RO candidates. The ROECC will notify the candidate once the date and location of the exam are confirmed. All communication regarding the exam administration will be sent to the candidate directly by the ACVR RO exam director and the ACVR examination chair to facilitate ease of communication, but these emails will be independent of the e-mails sent to the ACVR-RO exam candidates. The education and credentials committee will also be copied on these communications.

- By eight weeks after the exam, the radiation oncology subspecialty exam committee will notify a college official who will notify the candidate(s) of their exam result.

7.8.3 Exam format and content

The examination will test all aspects relevant to radiation therapy including but not limited to General Clinical (Radiation) Oncology, General Basic Sciences and Radiation Biology, Physics and Dose Calculation, and Clinical and Imaging aspects of Radiation Oncology.

A candidate must pass all three sections in order to pass the examination. A candidate who passes the Certifying Examination is eligible to become a Diplomate of the European College of Veterinary Diagnostic Imaging or Internal Medicine (Radiation Oncology).

Given the current low number of candidates attending the exam, an agreement with ACVR has been achieved that allows to attend this exam as the certifying exam for the ECVDI-RO/ECVIM-CA-RO programme, delivering a robust and validated examination that would otherwise not be feasible.

The examination content outline derived from the job task analysis (JTA) is made available to ECVDI-RO/ECVIM-CA-RO candidate(s) to allow for board preparation and accessible via the ECVDI website. The JTA and content outline is updated at 5-year intervals. The next JTA is set to take place in 2022. The new content outline is scheduled for implementation in the 2024 exam.

The language of the examination is English. Hard copy, non-medical dictionaries and basic calculators are permitted in all parts of the examination per evaluation and approval by the exam director.

The exam is currently delivered in three sections, with 100 questions per section. The exam is delivered in a multiple-choice format.

7.8.4 Time permitted to pass the examination and number of attempts.

The candidate must pass all parts of the examination within eight years of completion of their training, or within eight cycles if the examination is not held every year. The education and credentials committee can grant extension of this period in special circumstances. The candidate may only take four attempts at the examination.

7.8.5 Eligibility

Candidates are only allowed to sit the examination after they have completed their training, received approval of their submitted credentials and are up to date with their respective college and exam fees.

The credentials and exam application must be submitted to the education and credentials committee in the time frame outlined under 7.8.2. Once credentials are approved, the candidate must pay the exam fee as outlines under 7.8.2 to be eligible to attend the examination or will have to wait until the following year to take the exam. The application fee for the Certifying Examination is currently \$500.00 for the entire exam. The application fee is \$250.00, if only retaking one section. Method of payment will be communicated to the candidates. Upon written request, received on or before August 1, in the year in which the exam is given, the application fee for the Certifying Examination is refundable (except for a \$100.00 processing fee). The entire fee is forfeited after August 1.

The exam candidate(s) of the subspecialty radiation oncology programme agree to sign the ACVR RO confidentiality agreement regarding exam content and are willing to show a government ID.

7.8.6 Notification of credential status

In the time frame outlined under 7.8.2. the credentials committee will respond to the candidate(s) in writing with a) approval of the credentials b) non-approval of the credentials; the latter may include a recommendation on how to rectify insufficiencies of the credentials.

Resubmissions of credentials are to be submitted within the time frame outlined under 7.8.2 and the candidate will be notified of their approval / non-approval by 31 December of the same year.

Any appeal against the denial of credentials must be made a minimum of one and maximum of three weeks following the official announcement of this decision, addressed to the respective overseeing colleges appeals committee.

7.8.7 Special requirements

In the event that candidate(s) request legitimate special accommodations (equivalent to those covered by the American Disabilities Act of 1990) during administration of the examination, the education and credentials committee need to be notified at time of credentials submission, or, if these circumstances appear closer to the exam, immediately once known.

7.8.8 Examination committee

The exam committee consists of four members carrying the add on title that ideally also have the diplomate title of ACVR RO and are part of the ACVR RO exam committee. One member will be chair of the committee for a period of 3 years. The Examination Committee Chair in conjunction with the members of the Examination Committee will be responsible for generating the examination reports.

7.8.9 Exam marking and communication of the results

Exam scores and the cut point analysis is determined by the ACVR psychometrician for each of the three sections of the exam. This exam result will be shared with the subspecialty exam committee within six weeks after the examination. Within a further two weeks, the subspecialty exam committee will notify the candidate(s) of the exam outcome in writing/per email.

7.8.10 Examination report and feedback

The Chair of the subspecialty Examination committee will be responsible for writing a full report of the examination to the Executive Committee (e.g., board) of the Subspecialty and both overseeing colleges. This report will include statistics regarding number of candidates, pass rate for first time candidates, pass rate for repeat examinees, pass rate for the entire examination. In addition, specific comments from the examiners regarding areas of weakness will be included. Any particular event during the examination and the marking, such as question removal, must be documented clearly. The examination report will be made available to all ECVDI®/ECVIM-CA Diplomates after it has been approved by the Executive Committees.

Candidates who fail the examination will be furnished with a letter detailing their strengths and weaknesses on the examination to aid with future preparations for the examination. The chair of the

subspecialty exam committee will give a comprehensive analysis of their performance. This report will also be made available to the programme director of the failing candidate.

7.8.11 Re-examination

A candidate who fails the examination must re-apply if he/she wishes to re-sit the examination of the examination in a subsequent year. The candidate can take four attempts to pass the examination in total. The candidate is advised to discuss this decision with their supervisor prior to making an application to re-sit an examination. The full re-sit examination fee must be paid at the time of application.

7.8.12 Examination appeals

Failing candidates can appeal the decision of the exam committee within 90 days of receiving their written/ email notification, as outlined in the appeals section below.

7.8.13 Title achieved

The successful candidate will be entitled to carry the title

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The ACVR does not endorse the ECVDI-RO/ECVIM-CA-RO programme and passing the examination does not confer ACVR RO diplomate status as the training programs are different. Further if someone who has passed the examination, having been approved to take it as part of the ECVDI-RO/ECVIM-CA-RO programme, who then does an ACVR RO approved residency, they will still have to complete their residency and take the examination after fulfilling the requirements of the program and having credentials approved by the ACVR. Those receiving the ECVDI-RO/ECVIM-CA-RO title are currently not considered as ACVR Radiation Oncology Diplomates for the training of ACVR Radiation Oncology trainees unless that person is already an ACVR RO Diplomate.

7.8.14 Guidelines for members of the exam committee giving mock examinations.

Mock exams are not permitted unless as part of a training camp accessible to all residents.

7.8.15 Suspected malpractice by the examination candidates

See 5.7 of the ECVDI/ 6.7 of the ECVIM bylaws (2017 version) and Constitution and Bylaws (ecvim-ca.org)

7.9 Radiation Oncology Reading List

This document is intended to assist residents in compiling a list of textbooks and journals that should be read prior to sitting the subspecialty radiation oncology examination. The program resident/supervisor should ensure these are available at the main institution where the resident works, either as part of the university or practice library, or owned personally by the resident or supervisor. It is important that the resident has access to the entire reading list as this forms the basis of the examination. The resident should ensure they have the latest (current years) edition for

examination preparation as additional texts and journals may have been added by the examination team.

It is impossible for such a list to be comprehensive and cover all current information on the discipline and related specialities. It is the resident's responsibility (with the assistance of their supervisor) to ensure they are current on all relevant information in the field. Key papers from additional journals (peer-reviewed) will be collected by diplomates and made available to residents. Additions to this database can be suggested by individual diplomates and confirmed by another diplomate from the specialty. The database will be archived by the specialty members of the Scientific Committee.

The reading list will be circulated by the chairperson at least 3 months prior to the AGM for the members of the radiation oncology subspecialty to put forward any up-to-date alterations.

All Diplomates are required to refer to Nomina Anatomica as listed below for anatomical nomenclature.

7.9.1 Textbooks

- Any veterinary anatomy text (E.g., Miller's Anatomy, 4th Ed., Elsevier Saunders 2012, 787pg)
- Any veterinary anaesthesiology text as it applies to daily radiation treatments (E.g. Handbook of Veterinary Anesthesia, Muir & Hubbel 5th Ed. 2012, (557pg)
- Bushberg JT, Seibert JA, Leidholdt EM, Boone JM. The Essential Physics of Medical Imaging. Williams & Wilkins, 4th Ed. 2020 (1200pg)
- DeLahunta's Veterinary Neuroanatomy and Clinical Neurology, 5thed, 2021 Saunders, Philadelphia, (624p)
- Ettinger, Feldmann. Textbook of Veterinary Internal Medicine Expert Consult, 8th ed. 2016 Elsevier (2182p).
- Gillette, EL: Radiation Oncology. Seminars in Veterinary Medicine & Surgery (Small Animal), Vol 10, No 3, November 1995 (82pg)
- Hall, EJ, Giaccia, AJ: Radiobiology for the Radiologist, 8th Ed., J.B. Lippincott Co., Philadelphia, 2018 (570pg)
- Joiner M, Van der Kogel A: Basic Clinical Radiobiology, 5th Ed., Edward Arnold, London, 2018, (380p)
- Kahn FM: The Physics of Radiation Therapy, 6th Ed., Williams & Wilkins, Baltimore, 2019 (760pg)
- Kahn FM: Treatment Planning in Radiation Oncology, Editors Kahn & Gerbi, 4rd Ed, Lippincott, Williams, Wilkins, 2016 (527pg)
- Mai W: Diagnostic MRI in dogs and cats, 1st edition, CRC press, 2018 (753p)

- Patrick McDermott (author) & Colin Orton, The Physics and Technology of Radiation Therapy, Medical Physics Publishing 2018 (870 pages) 2nd Edition
- Schwarz T and Saunders J: Veterinary Computed Tomography, Blackwell Publishing 2011 (557 pg)
- Tannock IF, Hill RP: The Basic Science of Oncology, 6th Ed., McGraw Hill, 2021 (575pg)
- Thrall DE: Textbook of Veterinary Diagnostic Radiology, 7th Ed., W. B. Saunders Company, Philadelphia, 2018 (824 pg)
- Washington CM, Leaver DT: Principles and Practice of Radiation Therapy, 5th Ed., Mosby Inc, 2020 (939pg)

- Weisse C, Berent A: Veterinary Image-guided interventions, 1st Ed., Wiley-Blackwell, 2015 (680p)
- Wisner E, Zwingenberger A: Atlas of Small Animal CT and MRI, 1st Ed., Wiley-Blackwell, 2015 (704p)
- Withrow and MacEwen: Small Animal Clinical Oncology, 6th Ed., Saunders, Philadelphia, 2019 (750pg)

7.9.2 Journals

The literature relevant to veterinary radiotherapy is not extensive. The trainee should be familiar with all relevant articles published in the journals listed below in the preceding 5 years. The trainee should also have knowledge of published studies, which have made a significant contribution to the development of veterinary radiotherapy by way of large clinical studies involving, but not limited to irradiation of specific tumour types, application of new techniques or methods of delivering radiotherapy (e.g., neoadjuvant) as well as radiation biology and protection in the same journals for up to 10 years previously.

Journal list (non-exclusive)

- Veterinary Radiology & Ultrasound (VRUS)
- Veterinary Comparative Oncology (VCO)
- Journal of Veterinary Internal Medicine (JVIM)
- Journal of the American Animal Hospital Association (JAAHA)
- Journal of the American Veterinary Medical Association (JAVMA)
- Journal of Small Animal Practice (JSAP)
- American Journal of Veterinary Research (AJVR)
- Journal of Feline Medicine and Surgery (JFMS)
- The Veterinary Journal (Vet J)

Articles addressing veterinary radiation oncology and general concepts in radiation oncology in human journals (non-exclusive listing)

- International Journal of Radiation Oncology Biology and Physics
- European Journal of Cancer

8 Amendments

Proposed amendments to these Bylaws shall be submitted to the Secretary at least 3 months prior to the AGM after review by the overseeing colleges. Any proposed amendment requiring approval at the AGM shall be distributed by electronic mail to the membership with a recommendation by the Executive Committee, at least 30 days prior to the Annual General Meeting and shall be brought to a vote by the Diplomates at the Annual General Meeting. A **majority** of at least two-thirds of the Diplomates participating in the vote (including abstentions) shall be required for adoption of proposed amendments. In person or online voting arrangements may be used.

The overseeing Colleges for the subspecialty and the EBVS shall be notified of all changes in the Bylaws at the time of the next annual report.

9 Appeals Procedure

Adverse decisions by the College may include, but are not limited to:

- Denial of certification of an individual to become a Diplomate or to maintain certified Diplomate status
- Denial of adequacy of credentials to sit the examination;
- Failure of an examination or part of an examination;
- Denial of approval of a training (residency) programme.

- Temporary or permanent suspension of a diplomate.

The subspecialty of radiation oncology in collaboration with the overseeing ECVDI and ECVIM-CA colleges is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS. Changes in appeals procedures will be reported to the EBVS as part of the Annual Report.

9.1 Appeals Committee

The Appeals Committee shall be made up of a minimum of three Diplomates of the Subspecialty who shall not be serving as members of the Executive Committee of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. At least one member from both of the overseeing colleges is to be included in the membership of the committee.

9.2 Communication of the right of appeal

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the decision. This notification must be included with the communication that gives notice of the original decision itself. The Appeals procedures must specify an e-mail address and Officer of the College to which an Appeal should be sent in the first place.

All appeals shall be directed to the Secretary of the College (secretary-RO@ecvdi.eu).

9.3 Grounds of appeal

Appeals may only be made on the following grounds:

- That the Subspecialty failed to correctly apply its own published rules, procedures, or criteria (or those of EBVS) relevant to the decision in question.
- That the Subspecialty's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

or

- That the Subspecialty imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

9.4 Commencing an Appeals Process

The Subspecialty requires an appeal to be made in writing (via e-mail), including a statement of the grounds of appeal, together with any supporting reasons and documents. This must be sent to the Secretary of the College (secretary-RO@ecvdi.eu).

In particular, an appeal against a decision of denying acceptance of the credentials to sit the examination may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision

The Subspecialty will allow appeals against other situations to be made for up to 90 days after the date on which the email was sent communicating the relevant adverse decision. No appeals will be permitted after this time.

Submission of an appeal to the College must be accompanied by a deposit of €500 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of submitting the appeal, then this will be deemed an admission of liability and the appeal will not be considered. The deposit is re-paid in full if the appeal is successful. In case of the appeal being rejected, all the costs relating to the appeal shall be deducted from the deposit and any remaining funds will be re-paid to the appellant together with an itemization of the costs.

The Subspecialty must acknowledge receipt of an appeal within 10 working days.

Within 20 working days of its receipt by the Subspecialty, the appeal must be considered by a nominated member of the Executive Committee, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the appellant or the committee whose decision is being questioned. This member will decide whether a proper Ground for Appeal has been identified.

If a proper *Ground for Appeal* has been identified, the Executive Committee will convene an Appeals Committee to consider the appeal.

After the aforementioned 20 working days the Subspecialty must inform the Appellant whether or not the *Notice of Appeal* has been accepted as raising an arguable *Ground of Appeal*, and, if so, of the proposed membership of the Appeals Committee that will consider the appeal.

The Subspecialty will allow 10 working days for the Appellant to raise concerns with or object to the membership of the Appeals Committee to the Secretary. The membership of the Appeal Committee will be considered as accepted if no response is received in this time period. Any concerns or objections will be considered and responded to within 10 working days.

In any case where an appeal is to be conducted, the procedure for convening an Appeals Committee must be completed no later than 30 days after acceptance of the committee membership by the Appellant.

Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Secretary to the members of the Appeals Committee.

Where the Subspecialty makes a decision that no proper *Ground of Appeal* has been identified by the Notice of Appeal, the Subspecialty may inform the Appellant that either:

- It will take no further action (and explain the justification for this), or
- It will consider the Notice instead as a request for an informal review of an adverse decision by the Subspecialty Executive Committee on non-appealable grounds (e.g., extenuating circumstances of personal difficulty etc.).

9.5 Conduct of an Appeal Process

The Subspecialty requires all appeals to be conducted in all due confidence.

The Appeals Committee may request information relevant to its consideration of the Appeal from any relevant party. This will be done via the Secretary.

The Appeals Committee will discuss the case via electronic correspondence, conference call and meeting in person, as the Committee deem appropriate.

The Appeals Committee must carefully consider the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.

An oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel (although the provisions of the law in the UK may be taken into consideration). Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic recording, shall be made available to the meeting’s participants on request.

The Appeals Committee have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.

The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision. This should be in the form of a report with details of how the decision was reached and a summary of the final decision (and proposed action if appropriate).

The Appeals Committee must deliver its decision on the appeal to the ECVDI-/ECVDI-RO Secretary within 90 days of the date of receiving all the papers relating to the dispute (5 working days after appointment of the committee). The Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The ECVDI-/ECVIM-RO Secretary shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via international recorded post, to the Appellant, within 30 days of receipt of the Appeal decision.

9.6. Further appeal through EBVS

If, after completion of the appeals process as described above, the Appellant is not satisfied with the final decision rendered by the ECVDI-/ECVIM-RO they may then lodge a further appeal through the European Board of Veterinary Specialisation according to section II. F. 2. of the EBVS Policies and Procedures 2016 (*EBVS Appeals Procedures and Implementation*).

9.6 [Appendix 1: De facto application](#)

9.7 [Appendix 2: Annual progress form](#)

9.8 [Appendix 2a: Training and case log](#)

9.9 [Appendix 3: Residency Programme application](#)

9.10 [Appendix 4: Residency registration form](#)

9.11 [Appendix 5: Exam application](#)

9.12 [Appendix 6: Embedding of the subspecialty within the overseeing colleges](#)